

AMERICAN INSTITUTE IN TAIWAN
TAIPEI OFFICE

Dear Visa Applicant:

Thank you for the notification that you have all the documents needed in connection with your application for an immigrant visa.

All intending immigrants are required by United States law to undergo certain medical examinations. Complete instructions for these examinations are contained on the attached sheet.

An appointment has been scheduled for you to come to this office. You must appear on the appointed date. If you CANNOT KEEP THE APPOINTMENT, please notify this office at once.

You are reminded that you must bring with you all of the documents pertinent to your case unless they have been provided to the National Visa Center. **YOUR APPLICATION CANNOT BE ACCEPTED IF YOU FAIL TO BRING COMPLETE DOCUMENTATION.** For each applicant three identical color photographs with white background are required. The photograph should measure 2 inches square (roughly 50 mm square) with the head centered in the frame. Photos should be printed without borders. Photos taken in front of busy, patterned, or dark backgrounds will not be accepted. For your convenient reference, the generally required documents are listed and described below:

Passport or Approved Travel Document	Photograph (3 for each person)	Marriage Certificate, if applicable
Household Registration (original and current) one for each person	Evidence of financial support (Form I-864) or DS-1743, Offer of Employment to Alien (unless you have evidence of your own assets). secondary evidence, such as U.S. Tax documents, is also useful.	Divorce decree, if applicable
Birth Certificate for applicant, spouse and children		Military record, if applicable
Police Certificate and court records if applicable	DS-230 (Part I, II) Application for Immigrant Visa and Alien Registration	

All documents not in Chinese or in English must be accompanied by certified translations into English. Translations must be certified by a competent translator and sworn to before a Notary Public.

Married persons should present one copy of their marriage certificate. Proof of the termination of any previous marriage should also be submitted, e.g. death certificate of former spouse, or decree of divorce or annulment. All documents, except passports/approved travel documents and photographs, must be submitted original and one copy. If you have only one copy of your birth certificate and cannot obtain another, you may submit one photo-static copy thereof but you must bring the original with you for inspection. It will be returned to you. The same applies to any other certificate which may have been photostatted.

A child, sixteen years of age or older who is included in his parents' passport/approved travel document but whose photograph does not appear in such passport/approved travel document, must obtain his own separate passport/approved travel document.

Each child, regardless of age, requires a medical examination, a birth certificate and three identical photographs. Birth certificates are required for all unmarried children under 21 years of age even if they do not intend to immigrate at this time.

MOST IMPORTANT

No assurance can be given in advance that a visa will be issued by the Consular Section of AIT. Only after all your documents have been reviewed, your medical examination completed, and you have signed and sworn to your formal application and have been interviewed can a decision be reached by an American consular officer as to your eligibility under the law to receive a visa. **YOU ARE ADVISED NOT TO MAKE ANY TRAVEL ARRANGEMENTS, NOT TO DISPOSE OF YOUR PROPERTY AND NOT TO GIVE UP YOUR JOB UNTIL THE VISA HAS BEEN ISSUED TO YOU.** Usually, a visa is valid for six months from date of issuance, which means that any time within that six-month period it may be used to apply for admission into the United States.

PLEASE MAKE CERTAIN THAT YOUR DOCUMENTATION IS COMPLETE AND THAT YOU HAVE AN ORIGINAL AND ONE COPY OF EACH DOCUMENT (except for your passport/approved travel document and 3 photographs). **ONLY APPLICATION WITH COMPLETE DOCUMENTATION WILL BE ACCEPTED FOR FINAL PROCESSING.**

IMPORTANT NOTICE. YOUR APPLICATION FOR AN IMMIGRANT VISA WILL BE CANCELED AND ANY PETITION APPROVED ON YOUR BEHALF WILL BE CANCELED ONE YEAR AFTER YOUR SCHEDULED APPOINTMENT IF YOU FAIL TO KEEP YOUR APPOINTMENT.

Upon arrival at this office on your appointment day, please present this letter to the receptionist.

Sincerely,

Consular Section

BRING ALL DOCUMENTS WITH YOU ON APPOINTMENT DATE

美國在臺協會
臺北辦事處

簽證申請人台鑒：

謝謝您的回信，表明您已經準備好申請移民簽證所需要的文件。移民簽證申請人都須要接受健康檢查。請看附件-健康檢查須知。本會已為您安排辦理正式申請時間，請於面談指定日期前來本會領事組移民科辦理移民手續。

您與所有同行家人必須在指定日期時間親自前來，如果您的家人這次不辦理就可以不來。如您不能在約定日期間來辦手續，請立即透過E-mail visaiv@mail.ait.org.tw or Fax (02) 2162-2253 通知本會領事組移民科。

在此提醒您，請務必帶齊您移民案件相關之所有文件，除非您在這之前已經遞交給國家簽證中心。如果您未能帶全證件，您的移民簽證申請就無法在當日進行面談，而必須重新安排面談日期。

每種證件需要乙份，每位申請人須繳三張白底，光面彩色照片。照片尺寸須為二英吋X二英吋正方(約為五公分正方)之正面照片，照片本身為無邊及背景為白色之彩色照片-請參照附件說明。在背面請用鉛筆或簽字筆輕輕寫自己的姓名。下面再度列舉一般所需要的文件供作參考：

- 護照或認可的旅行證件
- 照片(每人三張)
- 結婚證書(如已婚)
- 離婚證件(如有此情況)
- 現在戶籍謄本乙份
- 出生證明或原始出生登記之戶籍謄本(申請人，配偶，子女)各乙份
- 服役記錄(服過兵役適用)
- 生活保證書(I-864表以及稅單1040表和W2表)
- 警察證明(每一位年滿16歲及以上的簽證申請人在本國居住六個月以上以及在他國居住超過一年)
- 法院判決書(如有判決記錄)
- DS-230 (Part I, II) 移民入境簽證及外國籍人登記申請表(每人乙份)

一切文件如不是用中文或英文寫的，須附英文翻譯乙份，翻譯必須由有資格的翻譯人證明，並以宣誓方式公證。

已婚的人每人須要提出結婚證書正本及副本乙份。如結婚多次，須提出任何前次婚姻關係已合法終止的證據，例如：配偶死亡證明書，離婚或婚姻註銷證件等。一切的證件(護照/旅行證件及照片除外)必須繳正本及副本乙份。如您只有一份出生證明而無法再申請到一份，您可以提出影印本乙份及原件，經核對後原件會還給您。其他文件亦可以照以上方法辦理。

每一位已滿十六歲或十六歲以上的子女，雖然他們的姓名在父母親的護照/旅行證件內有記載，但是沒有貼照片，就必須有自己的護照。每一位小孩，不論年齡大小，必須接受健康檢查，也必須有出生證明乙份，及三張照片。二十一歲以下小孩，雖然不在這個時候辦理移民，也須要提出出生證明。

以下各節很重要

美國在台協會無法保證一定會發簽證給您。必須先查核您所提出的一切文件，健康檢查完畢，您在申請表上簽名並宣誓，然後面談，種種手續完備，美國在台協會才可能做決定。**簽證未發給您之前，不要做任何確定性的旅行安排，處理財產或辭掉工作。**通常簽證是自簽發日起六個月有效，也就是說在這六個月內您可以去美國，在港口請求入境。

請留意，要來之前，應再查您的文件是否齊全。每種文件需要正本及副本乙份(護照/旅行證件及照片除外)。唯有文件齊全的申請案件，本會領事組移民科才可以受理。

重要須知 假如您在約定日期不來，一年之後，您的申請案即被取消，任何已批准的特別申請書也同時失去效力。您在約定日來到移民科時，請將此信遞交服務人員看。

領事組 移民科謹啓

在約定日期記得帶所有的文件來